

CALIFORNIA

INCIDENT COMMAND CERTIFICATION SYSTEM



OFFICE OF THE STATE FIRE MARSHAL

2010

QUALIFICATION GUIDE

ADMINISTRATIVE GUIDE

July, 2010

CICCS Administrative Guide

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CICCS Task Force Members

The Task Force recognizes the leadership of its original members who have shaped CICCS into the successful system it is. This *Guide* is dedicated to Chief Pat Cooney whose commitment to firefighter safety is reflected in the creation and development of CICCS.

CICCS Task Force Members 2006- 2010

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History / Background

After Action Reports from incidents in the early 1990's cited Incident Command System (ICS) training deficiencies that have led to near misses, accidents, and injuries. To address this concern, a meeting was held in 1995 with 230 representatives from the Office of the State Fire Marshal (SFM), OES, Cal Chiefs, and State Training Officers to discuss the use and implementation of ICS, and to discuss the creation of a system to standardize certification and qualifications for ICS positions specific to California.

After the October 1996 Calabasas fire, a task force of the involved agencies developed the Calabasas Fire Report. A total of 56 recommendations were presented to enhance fire agencies' capabilities to combat wildland fire incidents and provide for the safety of personnel. There was an agreement by the agencies that the 12 highest-priority recommendations be forwarded to FIREScope for review and implementation on a statewide basis.

In April of 1997, the OES Fire & Rescue Service Advisory Committee/FIREScope Board of Directors was presented with the findings of the Calabasas Fire Report. Three of the recommendations involved the "development of qualifications and experience requirements for all firefighters responding to mutual aid wildland/urban interface incidents".

In June 1997, Art Cota, the Training Chief for the SFM representing the State Board of Fire Services (SBFS), presented a recommendation to the FIREScope Board of Directors that "the Board of Directors should appoint members to a working group chaired by the SFM to develop standards for all-hazard incident management using the National Wildfire Coordinating Group (NWCG) Positions Qualification Guide or PMS 310-1 as a model". In October 1997, the OES Fire & Rescue Service Advisory Committee/FIREScope Board of Directors "agreed that SFM should lead in the development of State of California Incident Management Certification and Qualification for the State."

In 1998, the California Incident Command Certification System (CICCS) Task Force was established with representatives from across the state. During 1999, the CICCS Task Force presented recommendations to SBFS, who agreed on the following elements:

- Voluntary fire department participation
- Historical recognition of prior experience
- Specific system components
- Utilizing NWCG 310-1 as a base document

In November 2000, CICCS was adopted by SBFS and the OES Fire & Rescue Service Advisory Committee/FIREScope Board of Directors. On August 1, 2002, CICCS was implemented by State Fire Training, a section of the SFM, and the OES Fire and Rescue Branch.

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On January 1, 2009, the Governor's Office of Emergency Services (OES) merged with the Office of Homeland Security (OHS) under provisions set forth under Assembly Bill 38 and became the California Emergency Management Agency (Cal EMA); herein throughout the remainder of this document, all current references to the Governor's Office of Emergency Services (OES) will now reflect this merger and the new agency, Cal EMA, while historical references will remain as OES.

Introduction

The *CICCS Qualification Guide* recognizes the need to provide the California Fire Service a document that captures not only NWCG direction on wildland fire, but also includes the components of the National Incident Management System (NIMS) all-hazard certification and qualification requirements. CICCS also recognizes that the California Fire Service has to provide a broad spectrum of services that is consistent with their all-hazard mission. CICCS recognizes the voluntary nature of this program and the difference in the mission of local government from the federal and state wildland fire agencies. The SBFS and the Cal EMA Fire and Rescue Services Advisory Committee/FIRESCOPE Board of Directors have endorsed this *Guide*.

"The Office of State Fire Marshal tasked a committee of the SBFS members with developing a certification system that would enhance California's ability to field resources that are adequately trained and qualified for service throughout the State's emergency response system.

It is the intent and goal of the SFM that CICCS will enhance the abilities of the State's firefighters to adequately prepare themselves to eventually respond to all types of incidents by clearly identifying certification criteria. CICCS provides a road map for individuals to become certified, as well as recognizing those individuals who have already completed equivalent training and are already functioning as certified.

Authority

The CICCS Task Force is a sub-committee of the SBFS. The SBFS plays a major role in providing a state-level focus for resolving issues affecting all facets of the California Fire Service. This board is comprised of representation from fire service, labor, fire chiefs, fire districts, volunteer firefighters, city and county governments, CAL FIRE, Cal EMA, and the insurance industry. The Board is chaired by the State Fire Marshal. The SBFS serves in an advisory capacity in such areas as the development of technical and professional performance standards for training fire service personnel, accreditation of curriculum, establishing policy for the certification system for the California Fire Service, and other issues of concern and importance. The SFM has delegated the administration of CICCS to State Fire Training (SFT). SFT is the state certifying entity and serves on the CICCS Task Force. The CICCS Task Force functions as the Peer Review Committee for applications for the positions reviewed at the state level, and makes recommendations for certification to SFT. These processes are published in *State Fire Training Procedures Manual*.

Objectives, Process, and Design Responsibilities

The objective of CICCS is to create a qualification system that meets the needs of the California Fire Service. A single statewide system ensures a minimum standard is established for all personnel that are deployed to incidents outside of their home departments/agencies' area of responsibility or jurisdiction. The process uses the established organization and authorities of the SFM and Cal EMA. Cal EMA utilizes their affiliation with local departments/agencies to establish local and regional peer review committees. These committees are made up of a cross-section of the departments/agencies located within the jurisdictional boundaries of a peer review committee. The peer review committees act as the certifying component of the CICCS process. A peer review committee issues an SFM certificate once the committee has determined that an individual is certified.

Program Administration and Accountability

California Emergency Management Agency

Cal EMA is responsible for the following components of the CICCS process:

- Establishing the operational area peer review and regional peer review committees.
- Overseeing the peer review process.
- Providing a statewide point of contact for CICCS.
- Coordination of the CICCS Task Force.
- Providing coordination of CICCS between Cal EMA and SFM.
- Providing coordination of CICCS with FIREScope.
- Managing publications and documents of the CICCS Task Force.

FIREScope

FIREScope works in conjunction with the SBFS/CICCS Task Force to ensure that an integrated process is provided to the California Fire Service. This is accomplished through the following:

- Provides, through the Operations Working Team Task Force, professional and technical information to the CICCS Task Force on course development.
- Jointly develop position requirements for ICS positions.
- Is responsible for operations, development, and maintenance of ICS and the Multi-Agency Coordination System (MACS) within California.
- Provides the common voice for the California Fire Service on CICCS.

State Board of Fire Services

The SBFS is responsible for the following components of the CICCS process:

- Provides the authority to create the CICCS program.
- Reviewing and approving the CICCS process.

Office of the State Fire Marshal/State Fire Training

The SFM is responsible for the following components of the CICCS process:

- Provides CICCS Task Force guidance in the peer review process.

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- Provides CICCS certificates to the Operational Area, Regional, and State-level peer review committees.
- Establishes the CICCS Task Force for the review of the Type I, Area Command, and unique position applications.
- Ensures that the membership in the CICCS Task Force Committee meets the voting member requirements as outlined in the State Fire Training Procedures Manual.
- Issues the CICCS certificates for all positions reviewed at the state-level including (Type I, Area Command, and unique positions referenced elsewhere in the document).

Sponsoring Departments/Agencies

Any department/agency that chooses to participate in the CICCS process must ensure that the following components of the CICCS process are adhered to:

- Endorses the CICCS peer review process.
- Educates their department/agency on the CICCS process.
- The department/agency maintains all training records pertinent to the CICCS process.
- Issues annual qualification cards or other department approved documentation of qualification.
- Provides accurate and complete CICCS application packets to the peer review committees.
- Notifies and or provides ICS training opportunities to their members.
- Provides representation to the peer review committee when requested.
- Provides 100 and 200-level certification certificates for the positions that they are responsible for reviewing and certifying.

Chiefs/Administrators

The chiefs/administrators are responsible for the following components of the CICCS process:

- Validates that their personnel meet all the requirements as set forth in the CICCS process.
- Sets physical fitness standards.
- Signs the letter of application for CICCS peer review.
- Provides final review and approval for qualification of their personnel following peer review certification.
- Are responsible for certification of identified positions, re-certification, and de-certification.

Individuals

The individual is responsible for the following components of the CICCS process:

- Completes all of the requirements outlined in the CICCS application process prior to submitting an application.
- Maintains all of the original course completion certificates, performance evaluations, and Position Task Books (PTBs).

- Ensures that all performance evaluations to maintain currency are submitted for documentation purposes to the appropriate person within the sponsoring department/agency.
- Ensures that their qualification cards/documents are current.
- Trainees are responsible to bring an initiated PTB when they are assigned to an incident as a trainee.

CICCS System Description / Components / Process

Performance Based System

CICCS is a performance based qualification system that is not rank-based. Qualification is based on the completion of required training and demonstrated successful position performance by completing the applicable PTB on incidents, events, job activities, simulations, exercises, or classroom activities.

The primary criterion for qualification is individual performance, as observed by a trainer/evaluator qualified in that position or a higher ICS position, and properly documented in an approved PTB. PTBs contain all critical competencies, behaviors, and tasks that are required to be successfully performed in order to become certified in a specific position. The process of demonstrating the abilities to perform the position is the completion of a PTB. The tasks in each PTB have been established by subject matter experts from various agencies and geographical regions in the United States.

PTBs are in a format which allows for the documentation of a trainee's ability to perform each task. Tasks pertaining to tactical decision-making and safety require position performance on an actual incident. Certain tasks may be evaluated through other means such as a simulation or non-emergency incident/event. Successful completion of all tasks contained in the PTB, as determined by the evaluator(s), will be the basis for recommending certification.

Training

There are two types of training identified in this guide, required and recommended. Either type of training needs to have several components integrated together to ensure that a quality training experience is provided. The components that need to be integrated include an approved quality curriculum, combined with a qualified instructor, and the issuance of proper course completion certificates.

It is the responsibility of the sponsoring department/agency providing the training course to ensure that the above three components are provided. If an unapproved course is provided, or the instructor is not certified, or an incorrect certificate is issued, the CICCS Peer Review Committee may have no choice but to not accept the training.

To ensure that training is accepted, the following guidelines need to be followed when sponsoring training courses:

Approved Course Curriculum

It is recommended that departments/agencies provide classes that are offered through:

- NWCG member agencies or their designated approved partners.
- California State Fire Training FSTEP classes.

Approved course curriculum is made available from many different sources, including NWCG, SFT (FSTEP classes), NIMS, National Fire Academy (NFA), and the Emergency Management Institute (EMI). The vast majority of the approved courses are either provided by NWCG or SFT (FSTEP classes). The NWCG courses are the base comparative courses used to evaluate all other courses. A complete list of the equivalent approved courses is provided in the equivalent matrix found in Appendix F.

Approved courses have specific competency components that must be met in order to maintain the course's approved objectives and intent. Each course must use a qualified instructor, teach to the course objectives, use the approved course materials, and meet the minimum classroom hour requirements. Instructors may add materials and classroom hours to the course as long as the original objectives and intent are met. The requirements for the NWCG courses can be found in the *Field Managers Course Guide* <http://www.nwcg.gov/pms/training/fmcg.pdf>. Course requirements for the SFT (FSTEP) classes can be found at <http://osfm.fire.ca.gov/training/pdf/sftproceduresmanual.pdf>.

The CICCS Task Force recognizes that departments/agencies may have a need to use or develop an alternative or equivalent course based on curriculum availability and/or student and department/agency needs. An agency using alternative curriculum must have:

- A reason the alternative course was used or developed, or
- A benefit gained through use of the alternative course such as:
 - Cost savings.
 - Broadened target audience.
 - Enhanced learning experience for students.

Should a department/agency desire to seek course equivalency, they must conduct a detailed analysis and document their findings. The analysis should include the following guidelines:

- All learning and performance objectives of the course are met or exceeded in the equivalent course.
- The same minimum instructor qualifications required for the CICCS course apply to the equivalent course.
- Course prerequisites have not been altered.
- The equivalent course does not conflict or contradict established SFT or NWCG guidelines and standards.

The analysis must be presented to the State Fire Marshal's Office for consideration as outlined in the *State Fire Training Procedures Manual*.

Instructors

Instructors that want to teach ICS courses need to have their teaching abilities evaluated to ensure that they meet the requirements as set forth by the organizations that have provided the approved course. Currently, there are several organizations that provide direction and guidelines for the instructors to teach their courses. Each organization that provides approved courses has different requirements to instruct these courses. Below are the instructor requirements as outlined by the supplier of the courses.

Instructors that wish to teach NWCG courses will need to comply with all of the guidelines presented in the *Field Managers Course Guide*.

(<http://www.nwcg.gov/pms/training/fmccg.pdf>). The general guidelines are as follows:

- Instructors must have successfully completed the course they wish to teach.
- Instructors must be qualified and current in the ICS position they wish to teach.
- Unit instructors must have completed a minimum of 32 hours of instructional training.
- Lead instructors will need to have had a total of 80 hours of instructional training.
- For most courses, lead instructors will need to be qualified one ICS level higher than the course they will be teaching.

Instructors that wish to teach SFT (FSTEP) courses will need to comply with all of the guidelines presented in the *State Fire Training Procedures Manual*. The general guidelines are as follows:

- Attended and passed the ICS course they want to teach.
- Completed the SFT Regional Instructor Orientation course.
- Attended and passed the SFT Ethical Leadership in the Classroom course.
- Completed formal instructor training.
- Taught a minimum of 80 hours fire service related programs.
- Obtained the rank of Suppression Officer and performed the jobs as outlined in the *State Fire Training Procedures Manual*.
- Registered with SFT as a qualified instructor authorized to teach specific classes.

Certificates

ICS training courses are the foundation of the CICCS program. The course completion certificate is the official documentation that an individual has successfully completed an approved course by a qualified instructor. When a CICCS application is submitted to the appropriate peer review committee, the course completion certificate is one of the cornerstones of the documentation package.

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As a minimum, the course completion certificate should include the following information:

- Correct name of the ICS course.
- Instructor's name signed and legibly printed.
- Instructor's sponsoring department/agency.
- ICS qualifications as it relates to the course instructed.

It is recommended that departments/agencies provide classes offered through:

- NWCG member agencies or their designated approved partners.
- California State Fire Training FSTEP classes.
- Courses may be sponsored by department/agencies or by an Operational Area.

Courses sponsored by a department/agency must follow the minimums set by the parent organization that has developed the course. If the course is an NWCG course, the minimum requirements are listed in the *Field Managers Course Guide* (FMCG). If a department/agency elects to teach an NWCG course and they are not an NWCG member agency, they will need to provide the following statement on the department/agency course completion certificate, "The course instructor and curriculum meet the minimum standards set forth by NWCG in the FMCG".

Unless the course is sponsored by an NWCG member agency, or the lead instructor is an authorized representative of NWCG, the issuance of an NWCG certificate is not authorized.

Required Training

Required training provides a direct link between training and job performance. Required training will provide for responder health and safe operations on incidents and planned events. Required training cannot be challenged and must be completed prior to initiating a PTB.

There are a few exceptions to the completion of required training prior to the issuance of a PTB. This exception is for Command and General Staff positions that require the successful completion of S-420, S-520, and S-620.

Annual Fireline Safety Refresher (RT-130) training focuses on mandatory core content subjects and not on a minimum number of hours of annual refresher training. The content and required number of hours of refresher training is determined by the sponsoring department/agency. All personnel who may be required to be on the fireline shall complete Annual Fireline Safety Refresher (RT-130) each year. Refresher training shall consist of fire shelter purpose and use, practice deployments, and any pertinent fire safety related topics, such as: Fire Orders; Watch-out Situations; Look-outs, Communications, Escape Routes, and Safety Zones (LCES); Look Up, Look Down, and Look Around; Incident Response Pocket Guide, and; Standards for Survival.

Some positions have identified recurrent training at various intervals as a currency requirement. Recurrent training may be at 2 or 3-year intervals depending upon the position.

Recommended Training

Individuals are not required to complete courses referenced under “Recommended Training” in order to be certified for an ICS position unless specific department, agency, Operational Area, or regional policy dictates that courses listed in “Recommended Training” have been elevated to required training.

The training provided in the identified recommended courses, such as job aids, knowledge and skills acquired through on-the-job training, work experience, or training determined by the sponsoring department/agency, is a primary means by which individuals can prepare for position performance evaluation by obtaining specific knowledge and skills required to perform tasks identified in the PTB.

Job Aids

Job aids are “how to” booklets that assist an individual in performing the tasks associated with an ICS position. Job Aids will be used by an individual in a trainee position, who has met all of the prerequisites, but has not completed the PTB for that position. In some cases, such as Equipment Manager (J-255), familiarization of the job aid is a part of the required training. Job aids are also used after the individual has become qualified as an aid or refresher in performance of the position. No job aid can be issued without the approval of the sponsoring chief/administrator, or their designee. Each sponsoring department/agency that administers job aids will need to designate an administrator to oversee this process.

Equivalencies

To aid the effort and direction of CICCS, the criteria outlined in the equivalency matrix has been adopted to recognize course equivalencies. This analysis was accomplished by comparing the *Field Manager's Course Guide* NWCG course outlines and content to like or similar courses provided by the SFM, FIRESCOPE, NIMS, CAL FIRE, and NFA course work. Courses not required for ICS position certification have not been included or reviewed.

Equivalent courses have been determined by the CICCS Task Force to meet the objectives of the referenced course. The goal of course equivalencies is to minimize redundancy of training, expedite the certification process, and avoid repetitive costs due to duplication of curriculum delivery. It is not the purpose of the equivalency matrix to dilute the intent of course curriculum. In comparative analysis, the identified equivalent course work meets, or exceeds, the intent of the course content identified for comparison.

Approved equivalency courses can be found in the matrix in Appendix F. Any course listed as an equivalent course can be substituted for the referenced course for purposes of submitting a CICCS application. There is no guarantee that a reciprocal equivalency will be granted for approval by another organization or agency.

There will be a significant increase in the courses available in the near future. With the introduction of new FEMA courses and courses from other sources to address the all-hazard environment. The equivalency matrix will be continually updated. The CICCS Task Force will assign an evaluation sub-committee to conduct the analysis, document their findings, and submit recommendations to the CICCS Task Force for recognition of equivalency. As courses are approved as equivalencies, they will be posted on the website to be utilized prior to the adoption of the next *CICCS Qualification Guide*.

Position Task Books

Position Task Books (PTBs) contain all the identified minimum critical competencies, behaviors, and tasks required to become certified for an ICS position. PTBs are designed in a format that allows documentation of a trainee's performance of given tasks. Successful completion of all tasks required of the position as determined by a trainer/evaluator shall be the basis for recommending certification.

An individual may not have more than four active PTBs open at one time, and no more than two of the four PTBs may be in a single functional area. Aviation positions will not be considered operations positions; they are considered their own functional area. This will allow an individual the ability to have two PTBs open in operations and two in aviation and still be compliant with the maximum of two PTBs open in a functional area. As an example, an individual may be issued a PTB for Facilities Unit Leader and a PTB for Food Unit Leader in the Logistics functional area; and/or they may be issued PTBs for Staging Area Manager and Strike Team Leader, Engine in the Operations functional area, and be compliant with the maximum number of four PTBs, and no more than 2 in a functional area. No person may have a PTB initiated while still a trainee in a prerequisite position, with the exception of Division/Group Supervisor: (Option 3) of the *CICCS Positions Guide*.

Individuals serving as trainer, coach, or evaluator must be currently qualified in the position being evaluated, and must have successfully performed a minimum of two incident assignments since they were qualified in the position for which they are training and/or evaluating others (except Strike Team Leader, Engine [STEN]).

Trainee requirements include completion of all required training courses and required experience prior to obtaining an initiated PTB. The only exceptions are the Command and General Staff positions that include S-420, S-520, and S-620 as required training. PTBs can be initiated for those Command and General Staff positions prior to attendance and completion of these three courses. This procedure allows trainees to gain experience that prepares them for passing these advanced courses.

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The following items concerning PTBs need to be followed by each sponsoring department/agency:

- PTBs may only be initiated by the sponsoring department/agency that the individual is employed by.
- The chief/administrator, or their designee, has the responsibility to initiate PTBs.
- The timeframe from completing the position specific course to having the first task signed off in the PTB is 5 years.
- The timeframe of completing the PTB begins with the documentation of the first task signed, not the date that the PTB was initiated.
- Upon documentation of the first task in the PTB, the 5-year time limit begins for all PTBs with the exception of Dispatch and Air Operations positions, which have a 3-year timeframe.
- The PTB must be completed within the specified timeframes indicated above. Failure to complete the PTB within the timeframe will require the individual to meet the current qualification standard.
- A minimum of two quality assignments is required for an applicant to be considered for certification. The appropriate peer review committee can increase the number of assignments based on the complexity of the assignments or the ICS position submitted for certification.
- Quality assignments are those that exercise the full range of responsibilities of the assigned trainee position.
- Every trainee assignment requires a completed ICS 225 (see Appendix B).
- Document on an ICS 225 the dynamic nature of the assignment in the narrative portion. Performance evaluations are the key to the peer review committee evaluations in this performance-based system.
- To receive the proper documentation and improve the quality of the trainee assignment, a trainee should check in with the assigned Training Specialist (TNSP) at an incident when a TNSP is assigned.
- All documentation in a PTB must be legible. This must include the legibly printed name of the evaluator.
- The CICCS Task Force is responsible for updating any changes to the PTBs in order to meet the needs of the CICCS qualification process.
- Once a PTB is initiated, a trainee will continue using that PTB until it is completed (if they are within timeframes) regardless if there are new requirements for that position, or a new updated PTB has been created.

Required Experience

Required experience includes qualification in any lower ICS position, and successful position performance through completion of the PTB, or recognition through the historical recognition process. Any new historical recognition process can only be initiated by the CICCS Task Force Committee. Required experience cannot be challenged.

Certification

Certification is the role of SFT through the Peer Review Process, with the exception of the positions that are approved by the local sponsoring department/agency. SFT certification can be achieved through either the:

- Cal EMA Operational Area
- Cal EMA Region, or
- CICCS Task Force

This review process ensures that an individual has completed the required coursework, and has obtained documented experience. Once an individual has received the approval of the appropriate CICCS Peer Review Committee, a certification certificate will be issued from SFT through the certifying CICCS Peer Review Committee.

The sponsoring chief/administrator or department/agency peer review process is responsible for the certification process of the following ICS positions:

- Firefighter II
- Firefighter I
- Engine Boss
- Crew Boss
- Incident Commander 4
- Incident Commander 5
- Agency Representative
- Fireline EMT
- Fireline Paramedic

The quality of the assignment should be closely evaluated when making a determination for advancement to the next highest ICS position. The quality of experience may relate to the number of assignments, the variety of fuel types, or the size and complexity of the incident or event in terms of personnel, equipment, and operations.

Qualification

The qualification process is a twofold process. First, the CICCS Peer Review Committee must certify an individual for the position applied for by determining that the required experience and prerequisites meet CICCS minimum standards. Second, the sponsoring chief/administrator confirms that the individual applying to be qualified meets the sponsoring department/agency's physical fitness requirements, the need for additional qualified personnel in a given position, and other criteria deemed necessary by the sponsoring department/agency. This two-step process will apply to all positions other than the ICS positions identified above. The ICS positions identified above will be reviewed by the sponsoring department/agency, and will be certified and qualified at the sponsoring department/agency level.

The chief/administrator is the ultimate authority for determining if an individual is qualified. Once a sponsoring department/agency has determined that an individual is

qualified, that individual can perform that position outside of the qualifying sponsoring department/agency's jurisdiction and made available to the Mutual Aid System by being placed in the Resource Ordering and Status System (ROSS).

The chief/administrator shall ensure that certification records are maintained, and shall either annually issue a CICCS Qualification Card or maintain sponsoring department/agency-approved documentation for each currently qualified individual. The card shall contain, at a minimum, the individual's name, sponsoring department/agency, expiration date, qualified positions, trainee positions, physical fitness level, and chief/agency administrator signature (or their designee). This qualification card provides documented proof of position currency.

Completion of required training and experience alone does not guarantee an individual will be qualified to perform in a position. Qualification is a subjective determination each sponsoring department/agency must make based on task evaluations, position performance evaluations, and their own judgment of the quality of an individual's experience.

Participation by local government personnel on both CALFIRE Incident Command Teams (ICT's) and USFS Incident Management Teams (IMT's) is at the discretion of the sponsoring department/agency. Local government personnel assigned to these teams must follow the standards as set forth by the *CICCS Qualification Guide*.

CAL FIRE "types" their Incident Command Teams as Type 1, they do not have type 2 teams. Local government personnel assigned to CAL FIRE teams in Command and General Staff positions that have not completed the Type 2 PTB must first complete the Type 2 PTB and regional peer process. Once qualified as a PSC2 a Type 1 PTB can be initiated. Both Type 1 and Type 2 experience can be achieved while assigned to the ICT.

Local government personnel must be ordered by the ICT in their approved CICCS position. For example, a local government individual holding the position of a Planning Section Chief Trainee on an ICT, must be ordered in their CICCS approved capacity as a PSC2-Trainee. The ICT can then utilize the ordered individual as a Planning Section Chief trainee. The individual cannot be changed to Type 1 trainee in ROSS until they have submitted the CICCS application for PSC2 to the regional peer review committee, be certified by peer review and qualified by the sponsoring department/agency.

Transferring Qualifications

When an individual transfers qualifications from a non-CICCS participating sponsoring department/agency to a sponsoring department/agency that endorses the CICCS process, they will need to go through the following process:

- A complete CICCS application will need to be filled out, including the incidents that will keep the applicant current since their last qualification card was issued.

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- Documentation of being on qualifying incidents will also need to be provided, (e.g. Incident Action Plans [IAP], 225s, Incident Qualification System [IQS] printouts).
- A copy of past sponsoring department/agency qualification cards or other documentation will also need to be provided. If the individual was historically recognized by their previous employer, that documentation will need to be provided.
- The CICCS application will need to be submitted to the appropriate CICCS review committee.
- If multiple positions are being applied for, they will need to be applied for in sequence, with the lower level applications approved first.
- The higher level applications can then be submitted once the lower level certification certificate has been issued by the lower level peer review committee
- The peer review committee may require additional information or documentation in addition to that listed above.

Transferring CICCS Qualifications from Operational Area/Region to another Operational Area/Region

- When an individual transfers from a sponsoring department/agency that subscribes to the CICCS process to another sponsoring department/agency that subscribes to the CICCS process they will need to provide a copy of their CICCS certificates to the appealable new Operational Area so that individual can be entered into ROSS.

Currency

Each sponsoring department/agency is responsible for reviewing the qualifications of its personnel based upon the requirements of this *Guide* on an annual basis.

Individuals who are qualified for any CICCS position shall be required to perform that position satisfactorily at least once every five (5) years, with the exception of air operations and expanded dispatch positions, which require satisfactory performance once every three (3) years to maintain currency.

Currency for a position can be maintained by meeting any of the following requirements:

- By successful performance in the position qualified for within the stated timeframe.
- By successful performance in a position identified in this *Guide* as “other position assignments that will maintain currency”.
- Successfully complete a trainee assignment in the position which they were qualified. This will apply when a qualified individual falls out of currency and has reverted back to trainee status.
- When functioning as any of the positions identified above while participating in a documented scenario based exercise or drill. Exercises or drills need to meet the minimum complexity standards as outlined in NFPA 1026 or the FEMA

Homeland Security Exercise and Evaluation Program (<https://hseep.dhs.gov>) to be considered as a qualifying event to maintain currency.

Example: Currency for a Resources Unit Leader (RESL) can be maintained by:

- Successful performance as a RESL;
- Successful performance as a Demobilization Unit Leader (DMOB);
- Successful performance as a Status/Check-In Recorder (SCKN);
- Successful performance as a PSC2, or;
- While functioning as any of the positions identified above while participating in a documented scenario-based exercise or drill. Exercises or drills need to meet the minimum complexity standards as outlined in NFPA 1026 or the FEMA Homeland Security Exercise and Evaluation Program (<https://hseep.dhs.gov>) to be considered as a qualifying event to maintain currency.

Currency requirements for Aviation Operations positions may also be met if the day-to-day responsibility of an Aviation Operations-qualified individual is assigned to an air operations position, or if the air qualified individual is assigned on air operations special projects, such as aerial spraying, search and rescue, and aerial ignition on prescribed burns.

De-certification/Disqualification

De-certification procedures are intended to ensure safe and effective individual performance in assigned ICS positions. These procedures are intended to provide supervisors and managers with a mechanism to ensure employee safety. De-certification is the process of removing or reducing an individual's qualifications. De-certification is not an adverse action; it is a process to improve position skills. An individual may be recertified according to the procedures outlined in the recertification section of this document.

Causes for de-certification may include the following:

- An individual voluntarily surrenders their certification or requests to be certified at a lower level of responsibility.
- As an individual, a member of a crew, or an incident management team, an individual performs actions that violate recognized standard operational procedures or identified safety procedures that are determined to have been instrumental in the endangerment of incident personnel or the public.

Examples of instances that may warrant de-certification include:

- Deliberately disregarding identified safe practices.
- Taking insubordinate actions that lead to unsafe conditions.
- Intentionally misrepresenting fire qualifications.
- Unsatisfactory performance in key elements of position tasks that lead to unsafe conditions.

Performance Evaluation and Documentation:

- All actions that violate established safety procedures shall be documented. The preferred method to document deficiencies is on a performance evaluation, ICS form 225. Performance reviews, especially those that trigger consideration of de-certification, shall be coordinated and tracked.

Responsibility for Performance Evaluation and De-certification:

- The Incident Commander is responsible for providing oversight of the initial performance review process. Within the authority delegated to all Incident Commanders is the responsibility to relieve from assignment and demobilize any individual for safety violations. Incident Commanders, however, do not have the authority to de-certify individuals. Incident Commanders are responsible for providing documented reasons for relieving an individual, forwarding the information to the Cal EMA Fire and Rescue Division, Operations Deputy Chief, 3650 Schriever Avenue, Mather, CA, 95655, and the individual's home agency including a copy of the individual's performance rating in the documentation package.
- The peer review committee is responsible for initiating an administrative review to determine if de-certification is appropriate.
- Any decision to de-certify an individual should include a determination of whether remedial actions are appropriate to recertify the individual and a description of the recommended remedial actions.
- During an evaluation of de-certification, individual's certification may be temporarily suspended. Judgments about certification can be made through expert mentoring or independent assessment.
- Peer review committees shall review individual certification and address de-certification for anyone they have reviewed for certification.
- Individuals recommended for de-certification, who have been relieved from an assignment, shall not be reassigned to any other incident until the peer review committee approves the suitability of the individual to perform in any position on an incident.

Recertification

The evaluation of an individual's competency is required for recertification where qualifications have been removed, reduced, or lapsed. If recertification is necessary, the individual shall revert to the trainee level, be issued a position task book for the position, complete on-the-job-training if needed, reapply to the appropriate peer review committee, and re-qualify in a position performance assignment. By returning to the trainee level, the person recertifying is introduced to new technology that assists with recalling position duties and responsibilities.

Physical Fitness

Personnel must be able to meet established physical health and fitness demands for the specific ICS position to which they are assigned. Physical health and fitness criteria are established by individual departments/agencies. Once an individual meets the department/agency's criteria for the specific position, it is deemed that the individual meets the health and fitness levels as outlined by CICCS.

In an effort to ensure individual safety, CICCS recommends that all agencies consider the following health and fitness components:

- Baseline medical evaluations.
- A comprehensive wellness and fitness program.
- An evaluation to determine that an individual can meet the physical demands of the position for which they are being qualified.

CICCS identifies four (4) levels of health and fitness required for position qualification. The health and fitness levels are defined as:

- Arduous: Duties involve fieldwork requiring physical performance calling for above-average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of work typically is set by the emergency situation.
- Moderate: Duties involve fieldwork requiring complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods of time, lifting 25 to 50 pounds, climbing, bending, stooping, squatting, twisting and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods of time. Individuals usually set their own work pace.
- Light: Duties mainly involve office type work with occasional field activity characterized by light physical exertion requiring basic good health. Activities may include climbing stairs, standing, operating a vehicle, and long hours of work, as well as some bending, stooping, or light lifting. Individuals can usually govern the extent and pace of their physical activity.
- None Required: Positions that do not require a physical fitness level.

Incident Complexity

"Incident complexity" is a characterization used to describe the level of difficulty, severity, or overall resistance that incident management personnel face while trying to manage an incident to a successful conclusion or to manage one type of incident compared to another type. Determining "incident complexity" is a subjective process based on examining a combination of indicators or factors. Common indicators may include the area (location)

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involved; threat to life, environment, and property; political sensitivity; organizational complexity; jurisdictional boundaries; values at risk, and; weather. Most indicators are common to all incidents, but some may be unique to a particular type of incident.

The complexity numbering scale of one to five “incident types”, the most serious or complex incident is labeled with a number one (1) and the least complex incident is labeled with a number five (5).

The following chart includes sets of contributing indicators for each of the five complexity types. The person responsible for determining incident complexity should analyze the general span of control indicators specific to the actual or potential incident. This person will need to make a determination about what indicators the incident displays at a given time. Every indicator shown in the chart for a complexity level does not need to be present for that particular incident or complexity level to be selected.

An incident's complexity can change. A Type 3 incident may be reduced to a Type 5 as the incident is managed, or it might also grow, or be forecasted to grow, to become a more complex incident. After-shocks, for instance, may add more complexity to an earthquake event which initially indicated a Type 3 incident response. Incident managers will continuously review all indicators to ensure that the incident can be managed properly with the right resources regardless of how complex.

Common Incident Complexity Indicators

Type	General Indicators	Span of Control Indicators
5	<ul style="list-style-type: none"> Incident is typically terminated or concluded (objectives met) within an hour or two once resources arrive on scene. One to five single resources may be needed. Formal Incident Planning Process not needed. Written Incident Action Plan (IAP) not needed. Minimal effects to population immediately surrounding the incident. Critical Infrastructure or Key Resources not adversely affected. 	<ul style="list-style-type: none"> Incident Commander (IC) position filled. Single resources are directly supervised by the IC. Command Staff or General Staff positions not needed to reduce workload or span of control.
4	<ul style="list-style-type: none"> Incident objectives are typically met within several hours once resources arrive on scene, but resources may remain on scene for up to 24 hours. Multiple resources (over 6) may be needed. Resources may require limited logistical support. Formal Incident Planning Process not needed. Written IAP not needed. 	<ul style="list-style-type: none"> IC role filled. Resources either directly supervised by the IC or supervised through an ICS Leader position. Task Forces or Strike Teams may be used to reduce span of control to an acceptable level. Division or Group Supervisor position may be filled for organizational or span of control purposes. Command Staff positions may be filled to reduce workload or span of control. General Staff position(s) may be filled to reduce

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Type	General Indicators	Span of Control Indicators
4	<ul style="list-style-type: none"> Limited effects to population surrounding incident. Critical Infrastructure or Key Resources may be adversely affected but mitigation measures are uncomplicated and can be implemented within one operational period. Elected and appointed governing officials, stakeholder groups, and political organizations require little or no interaction. 	<p>workload or span of control.</p>
3	<ul style="list-style-type: none"> Incident typically extends into multiple operational periods. Incident objectives usually not met within the first or second operational period. Resources may need to remain at scene for up to 3 or 4 days, requiring logistical support. Numerous kinds and types of resources may be required. Formal Incident Planning Process is initiated and followed. Written IAP needed for each operational period. Responders may range up to 200 total personnel. Incident may require an Incident Base to provide support. Population surrounding incident affected. Critical Infrastructure or Key Resources may be adversely affected and actions to mitigate effects may extend into multiple operational periods. Elected and appointed governing officials, stakeholder groups, and political organizations require some level of interaction. 	<ul style="list-style-type: none"> IC role filled. Numerous resources supervised indirectly through the establishment and expansion of the Operations Section and its subordinate positions. Division Supervisors, Group supervisors, Task Forces, and Strike Teams used to reduce span of control to an acceptable level. Branch Director position(s) may be filled for organizational purposes and occasionally for span of control. Command Staff positions filled to reduce workload or span of control. General Staff position(s) filled to reduce workload or span of control ICS functional units may need to be filled to reduce workload.
2	<ul style="list-style-type: none"> Incident displays moderate resistance to stabilization or mitigation and will extend into multiple operational periods covering several days. Incident objectives usually not met within the first several operational periods. Resources may need to remain at scene for up to 7 days and require complete logistical support. Numerous kinds and types of resources may be required including many that will trigger a formal demobilization process. Formal Incident Planning Process is initiated and followed. Written IAP needed for each operational period. Responders may range from 200 to 500 total personnel. 	<ul style="list-style-type: none"> IC role filled. Large numbers of resources supervised indirectly through the expansion of the Operations Section and its subordinate positions. Branch Director position(s) may be filled for organizational or span of control purposes. Division Supervisors, Group supervisors, Task Forces, and Strike Teams used to reduce span of control. All Command Staff positions filled. All General Staff positions filled. Most ICS functional units filled to reduce workload.

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Type	General Indicators	Span of Control Indicators
2	<ul style="list-style-type: none"> • Incident requires an Incident Base and several other ICS facilities to provide support. • Population surrounding general incident area affected. • Critical Infrastructure or Key Resources may be adversely affected or possibly destroyed and actions to mitigate effects may extend into multiple operational periods and require considerable coordination. • Elected and appointed governing officials, stakeholder groups, and political organizations require a moderate level of interaction. 	
1	<ul style="list-style-type: none"> • Incident displays high resistance to stabilization or mitigation and will extend into numerous operational periods covering several days to several weeks. • Incident objectives usually not met within the first several operational periods. • Resources may need to remain at scene for up to 14 days, require complete logistical support, and several possible personnel replacements. • Numerous kinds and types of resources may be required, including many that will trigger a formal demobilization process. • DOD assets or other nontraditional agencies may be involved in the response, requiring close coordination and support. • Complex aviation operations involving multiple aircraft may be involved. • Formal Incident Planning Process is initiated and followed. • Written IAP needed for each operational period. • Responders may range from 500 to several thousand total personnel. • Incident requires an Incident Base and numerous other ICS facilities to provide support. • Population surrounding the region or state where the incident occurred is affected. • Numerous Critical Infrastructure or Key Resources adversely affected or destroyed. Actions to mitigate effects will extend into multiple operational periods, spanning days or weeks, and require long-term planning and considerable coordination. • Elected and appointed governing officials, stakeholder groups, and political organizations require a high level of interaction. 	<ul style="list-style-type: none"> • IC role filled. • Large numbers of resources supervised indirectly through the expansion of the Operations Section and its subordinate positions. • Branch Director Position(s) may be filled for organizational or span of control purposes. • Division Supervisors, Group supervisors, Task Forces, and Strike Teams used to reduce span of control. • All Command Staff positions filled and many include assistants. • All General Staff positions filled and many include deputy positions. • Most or all ICS functional units filled to reduce workload.

CICCS Policy

CICCS Peer Review Committee Members

Peer review committees are established to represent a cross section of the departments/agencies that make up the geographical boundaries of the Operational Area or Region. Each peer review committee is only required to have representatives from the categories listed below if that category has a sponsoring department/agency within the boundaries of the Operational Area or Region. If an operational area has fewer than 3 departments/agencies, it will be combined with another operational area to increase the number of departments/agencies to 3 or more. Below is a list of the membership categories that will make up the membership of a peer review committee:

- City Fire Department
- Metro Fire Department
- Fire Protection District
- CAL FIRE
- Cal EMA
- Contract County (Los Angeles, Orange, Ventura, Kern, Santa Barbara, Marin)
- Federal Wildland Fire Agency
- Federal Military Fire Agency
- Tribal Fire Department
- Labor Organization
- Independent/Volunteer Fire Department
- Qualified ICS Training Specialist (from any sponsoring department/agency)
- Community College that offers ICS courses

CICCS Peer Review Committee Formation

The peer review committee formation process begins with the Operational Area or Regional Coordinator. The coordinator will initiate the following sequence of events to formulate the peer review committees:

- Peer review committees will be established at the Operational Area, Region, and State level.
- The Operational Area or Regional Coordinator announces the opportunity to participate on the committee and accepts applications for committee membership from applicable departments/agencies from within the boundaries of the peer review area.
- The Operational Area or Regional Coordinator makes the initial appointments to the peer review committee.
- A chairperson is elected by the committee members.
- The chairperson serves a one year term.
- Committee members serve a two-year term.
- The committee shall select any new members from applications received by the Operational Area or Regional Coordinator when vacancies occur.

- An agency represented on the committee can only hold one position on the committee. For example, Los Angeles County Fire Department, while it is a Contract County, a Metro Department, a Fire District, and a City Department, may only represent one of these committee categories.

CICCS Peer Review Committee Responsibilities

A primary responsibility of CICCS is the delegated authority to Cal EMA Operational Area and Region peer review committees to oversee the certification process. Peer review committees need to adhere to the following guidelines and direction:

- The peer review committee members represent the area or agency and do not need to be qualified in all of the ICS positions (although that is helpful). The CICCS Task Force recommends that the committees invite individuals that are qualified if the expertise does not reside on the committee when reviewing CICCS applications.
- Peer review committees will meet at least annually; however, it is recommended that additional meetings be scheduled to allow for timely review of applications and maintenance review work pertaining to ROSS.
- Any questions a peer review committee might have regarding a process or procedure should be referred to the next higher level committee or the CICCS Task Force for assistance.
- Operational Area and Region Chiefs/Administrators can set direction for their review committees to ask for additional training, experience, or other requirements if the chiefs/administrators decide that it is in the best interest of their Operational Area or Region.
- Operational Area and Region peer review committees cannot be less restrictive than this *Guide*.
- Peer review committees, with the approval of the applicant's chief/administrator, may require that trainees be vetted through the peer review process prior to their qualification status being updated in ROSS.
- Operational Area and Region peer review committees should conduct an audit annually to validate who holds qualifications in ROSS to maintain the integrity of the system.
- It is strongly recommended that committee members be open to receive communications and questions from the Operational Area or Region on subjects pertinent to CICCS process throughout the year.
- Any committee member that has an application to be reviewed must be excused while their application is reviewed.
- Each peer review committee shall submit their membership roster to the CICCS Task Force by July 1 of each year.
- It is recommended that each Operational Area establish a web-page that includes frequently asked questions (FAQs), applications, and links to related sites.
- Annually submit a list of qualified personnel and trainees to the next higher peer review committee.

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It is recommended that each sponsoring department/agency create their own internal review committee to review the sponsoring department/agency's responsibility positions. These committees should also have the responsibility to review all CICCS applications that will be sent to the external peer review committees to ensure the CICCS applications are complete. This will streamline the work that the peer review committees have to accomplish.

Quorum

- A simple majority of the committee membership shall be a quorum. (Page 14, *SFM Procedures Manual*)
- Peer review committee members available via a conference call will be counted toward the quorum count.

CICCS Peer Review Committee Position Review Responsibilities

There are four levels of CICCS application review:

- The sponsoring department/agency
- The Operational Area
- The Region
- The State

The following lists are separated into the above outlined review committees. When a new position is identified, the CICCS Task Force will determine which level of peer review will perform the CICCS application review and certification:

The sponsoring department/agency will be responsible for the review, certification, and qualification of the following positions:

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| <ul style="list-style-type: none">• Agency Representative (AREP)• Crew Boss (CRWB)• Engine Boss (ENGB)• Firefighter 1 (FFT1)• Firefighter 2 (FFT2) | <ul style="list-style-type: none">• Fireline EMT (FEMT)• Fireline Paramedic (FEMP)• Incident Commander Type 4 (ICT4)• Incident Commander Type 5 (ICT5) |
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The Cal EMA Operational Area will be responsible for the review and certification of the following positions:

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| <ul style="list-style-type: none">• Aircraft Base Radio Operator (ABRO)• Aircraft Dispatcher (ACDP)• Base/Camp Manager (BCMG)• Claims Specialist (CLMS)• Communications Unit Leader (COML)• Compensation/Claims Unit Leader (COMP)• Cost Unit Leader (COST)• Deck Coordinator (DECK)• Demobilization U.L. (DMOB) | <ul style="list-style-type: none">• Human Recourse Specialist (HRSP)• Incident Commander Type 3 (ICT3)• Incident Communications Mgr.(INCM)• Incident Communications Tech (COMT)• Initial Attack Dispatcher (IADP)• Comp for Injury Specialist (INJR)• Medical Unit Leader (MEDL)• Military Helicopter Manager (MHEM)• Ordering Manager (ORDM) |
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| • Display Processor (DPRO) | • Personnel Time Recorder (PTRC) |
| • Documentation Unit Leader (DOCL) | • Procurement Unit Leader (PROC) |
| • Dozer Boss (DOZB) | • Public Information Officer (PIOF) |
| • Equipment Manager (EQPM) | • Radio Operator (RADO) |
| • Equipment Time Recorder (EQTR) | • Receiving & Distribution Mgr. (RCDM) |
| • Expanded Dispatch Recorder (EDRC) | • Resources Unit Leader (RESL) |
| • Expanded Dispatch Support Dspr. (EDSD) | • Safety Officer, Line (SOFR) |
| • Facility U. L. (FACL) | • Security Manager (SECM) |
| • Felling Boss (FELB) | • Single Engine Air Tanker (SEMG) |
| • Field Observer (FOBS) | • Situation U.L. (SITL) |
| • Firing Boss (FIRB) | • Staging Area Mgr (STAM) |
| • Food U.L. (FUDL) | • Status/Check-In Recorder (SCKN) |
| • Geographic Info. System Specialist (GISS) | • Strike Team Leader Crew (STCR) |
| • Ground Support U. L. (GSUL) | • Strike Team Dozer (STDZ) |
| • Helibase Radio Operator (HERO) | • Strike Team Engine (STEN) |
| • Helibase Manager 1 (HEB1) | • Supply Unit Leader (SPUL) |
| • Helibase Manager 2(HEB2) | • Take-off and Landing Coord. (TOLC) |
| • Helicopter Crewmember (HECM) | • Task Force Leader (TFLD) |
| • Helicopter Mgr Single Resource (HMGB) | • Time Unit Leader (TIME) |

The Cal EMA Region will be responsible for the review and certification of the following positions:

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| • Air Operations Branch Director (AOBD) | • Operations Branch Director (OPBD) |
| • Air Support Group Supervisor (ASGS) | • Operations Section Chief Type 2 (OSC2) |
| • Air Tactical Group Supervisor (ATGS) | • Planning Section Chief Type 2 (PSC1) |
| • Division/Group Supervisor (DIVS) | • Public Information Officer Type 2 (PIO2) |
| • Expanded Dispatch Coord. (CORD) | • Rx Burn Boss Type 1 (RXB1) |
| • Expanded Dispatch Supervisor (EDSP) | • Rx Burn Boss Type 2 (RXB2) |
| • Finance/Administration (FSC2) | • Rx Fire Manager Type 1 (RXM1) |
| • Helicopter Coordinator (HLCO) | • Rx Fire Manager Type 2 (RXM2) |
| • Incident Business Advisor 2 (IBA2) | • Safety Officer Type 2 (SOF2) |
| • Incident Commander Type 2 (ICT2) | • Service Branch Director (SVBD) |
| • Liaison Officer (LOFR) | • Structure Protect. Specialist (STPS) |
| • Logistics Chief Type 2 (LSC2) | • Support Branch Director (SUBD) |
| | • Training Specialist (TNSP) |

The CICCS Task Force will be responsible for the review and certification of the following positions:

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| • Area Command (ACDR) | • Incident Commander Type 1 (ICT1) |
| • Area Command Aviation Coord.(ACAC) | • Long Term Fire Analyst (LTAN) |
| • Area Command Logistics-Chief (ACLC) | • Logistics Section Chief (LSC1) |
| • Area Command Planning-Chief (ACPC) | • Operations Section Chief Type 1 (OSC1) |
| • Finance/Admin-Section Chief Type 1 (FSC1) | • Planning Section Chief Type 1 (PSC2) |
| • Fire Behavior Analyst (FBAN) | • Public Information Officer Type 1 (PIO1) |
| • Incident Business Advisor 1 (IBA1) | • Safety Officer Type 1 (SOF1) |

All of the requirements of the positions listed above can be found in the “Positions Qualifications” portion of this guide. In many cases personnel with unique skills are needed to support incident operations. Many Technical Specialists are certified in their field or profession. These specialists may be utilized within any functional area of the incident organization. The qualifications of these technical specialists may be evaluated by checking licenses, evaluating previous training and work experience, and observing on-the-job performance. The evaluation and use of these technical specialists is outside the scope of this document. Each sponsoring department/agency is responsible for establishing position requirements guided by sponsoring department/agency directives or interagency guides.

CICCS Application Submittal Process

The CICCS application process begins with the application, which can be viewed or downloaded at: <http://www.firescope.org/specialist-groups/ciccs/ciccs.htm>. The application is required to be typed. A sample of a properly filled out CICCS application is provided in Appendix D. The application has four components:

- The first section is a letter from the chief/administrator from the sponsoring department/agency that indicates that they approve both the individual and position being applied for. If provided to the peer review committee in writing, the chief/administrator can designate another sponsoring department/agency individual to be the approving authority.
- The second section is the general personal information about the individual submitting the application. The application needs to be signed by the individual as well as the sponsoring department/agency individual verifying that all of the information in the application is accurate and verified.
- The third section is a list of the incidents that the applicant has gained experience from. This list should be in chronological order with the oldest incident listed at the top of the page.
- The fourth section is a list of the completed classes list. This list should be in order by class number with the lowest class number at the top of the page.

In addition to the completed CICCS application, the following information will be required to be submitted with the application:

- A complete copy of the position task book (PTB). A copy of a properly filled out PTB can be found in Appendix C.
- A copy of all Performance Evaluations (ICS form 225) for the position being applied for. The incident where the qualification was recommended by the trainer is required to have a performance evaluation submitted. A sample of a properly completed ICS form 225 can be found in Appendix B.
- Copies of lower level CICCS certificates that demonstrate the “required experience” component from the “Positions Guide” of this document.
- Copies of all course completion certificates will need to be provided for all of the courses listed as required training in the “Positions Guide” portion of this document.

- Any other documents can be included in the CICCS application that supports documentation of knowledge and experience. This includes IAP components, 214s, letters, pay documents, etc.

CICCS Application Peer Review Process

The CICCS Peer Review Committee will receive applications from the member departments/agencies. During the peer review committee meetings, the following procedures will be followed or accomplished:

- The committees will review CICCS applications for certification and trainee packages (where applicable).
- Determine that the applicant meets the CICCS standards for certification or trainee status (where applicable).
- The chairperson notifies the applicant and or their chief/administrator or designee of the results of the peer review.
- The committee will award a CICCS certificate upon successful committee evaluation and approval, and, in the case of a trainee, will recommend their entry into ROSS.

Certificates

Once a CICCS application has been approved by any of the review committees, a CICCS certificate will be issued by that committee. The CICCS certification certificate will indicate the ICS position certified for and will be signed by the chairperson of the review committee. The certificate will be issued through the authority of the SFM. The certificate will be sent to the sponsoring department/agency for distribution to the certified individual.

Departments/agencies are responsible for issuing certificates indicating certification for the positions that they are responsible for as outlined earlier in this *Guide*.

Departments/agencies will be required to issue certificates for these positions so they can be included in the CICCS applications for higher level positions.

Appeals Process

When a CICCS application submitted for review is denied, an appeals process has been established. The applicant must appeal the denial in writing to the CICCS Task Force c/o Cal EMA Fire and Rescue Division, Operations Deputy Chief, 3650 Schriever Avenue, Mather, CA, 95655, within 30 days of receiving notification that the CICCS application was denied. The CICCS Task Force will have 30 days to respond in writing after the receipt of the appeal. The decision of the CICCS Task Force shall be final.

CICCS Record Keeping

The CICCS peer review committee chairperson shall keep a file of all information pertaining to the business of the peer review committee. The following list of items should be considered as a minimum:

- Electronic messages or notes
- Hard copy notes, letters, and other correspondence
- Minutes of each meeting
- Original signed applications
- ROSS inputs and review documentation
- IQS review documentation

Each committee must establish procedures for the safe storage of the CICCS records and for the transfer of files to new chairpersons.

Incident Qualification System

The Incident Qualification System (IQS) is the CICCS-recommended system for maintaining ICS training and qualification records. IQS tracks all personnel, training, assignments, and qualifications. Incidents which issued an ICS form 225 can be entered into IQS and the program will automatically update an individual's records. Some of the advantages of IQS are that it limits corruption from outside the system, limits the number of persons who can update the system, and improves the relationship between the qualification system and the ROSS dispatching system. Each sponsoring department/agency should designate a person to manage IQS to insure the accuracy and integrity of the system. Information about IQS can be found at www.vdatasys.com.

CICCS and ROSS

Reviews of personnel qualifications in ROSS should be performed annually by each CICCS Peer Review Committee to ensure that only personnel reviewed by the committees are entered in ROSS. This must be coordinated with the Cal EMA Division Chief and the sponsoring department/agency IQS coordinators.

Qualification Cards

Departments/agencies are not required to have their own qualification cards, but are responsible for providing proof of qualification. A qualification card is highly recommended. Qualification Cards will be issued yearly. An example of a qualification card can be found in Appendix E and on the FIREScope website (<http://www.firescope.org/specialist-groups/ciccs/ciccs.htm>). Additionally, an example of a qualification card template can be found in the IQS program. The IQS program

provides a platform to print qualification cards for a sponsoring department/agency. The chief/administrator may delegate authority to sign an Incident Qualification Card to the department training officer or other designee.

The chief/administrator shall ensure that certification/qualification records are maintained and shall issue a qualification card annually to each currently qualified individual. The card shall contain, at a minimum:

- Individual's name
- Sponsoring department/agency
- Expiration date
- Qualified positions
- Trainee positions
- Physical fitness level
- Signature of qualifying official

Qualification cards will need to be available whenever an individual is assigned to an incident. The cards will need to be available for both qualified and trainee positions.

Historical Recognition

Historical recognition is the process of providing the opportunity to individuals that possess extensive experience for a position that is newly created. Once a new position has been identified there will be a one-year timeframe to submit CICCS applications for consideration for the new position. The start date will begin from the date on the letter from the CICCS Task Force announcing the new position. All CICCS applications must be received by the peer review committees prior to the one year anniversary of the date of the original CICCS letter announcing the new position. For experience to be considered, it must have been obtained prior to the original announcement date of the new position.

By the nature of the historical recognition process there will not be any PTBs and Performance Evaluations to submit. Other forms of documentation will be necessary to document experience obtained. This could include IAP components (203s and 204s), 214s, 225s, and/or pay documents. Letters from superiors or other subject matter experts that have supervised, or can validate the necessary experience, will also provide documentation.